



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3231

NGB-J1

17 August 2010

MEMORANDUM FOR THE J1 OF ALL STATES, PUERTO RICO, THE US VIRGIN ISLAND, GUAM, AND THE DISTRICT OF COLUMBIA

SUBJECT: National Guard Bureau (NGB) Sexual Assault Response Coordinator (SARC)/Victim Advocate (VA) Fiscal Year (FY) 2011 Training Schedule and Registration Procedures

1. The purpose of this letter is to provide information to assist you with the identification, selection and registration of your personnel to serve as SARCs or VAs for your state. This training is designed to meet all Department of Defense, Army, and Air Force requirements for SARC/VA appointment. It is mandatory for each state/territory to have trained JFHQ SARC to manage their joint program.

This training is conducted IAW DODI requirements for Joint Force Headquarter (JFHQ) SARCs, Deployable SARCs (DSARCs), Wing SARCs, and Victim Advocates (VAs).

2. The training provides the common core and service specific instruction that will allow SARCs, DSARCs, and VAs to respond to incidents of sexual assault. The SARC/VA Training will be held at the National Guard Professional Education Center (PEC) in Little Rock, Arkansas. The training dates for FY11 are listed below:

- 4 – 8 Oct 10
- 7 – 11 Feb 11
- 9 – 13 May 11
- 15 – 19 Aug 11

3. The training is not a centrally funded NGB event. Funding for this event will be through local unit funding. States are authorized to use Overseas Contingency Operations (OCO) funds to send DSARCs and DVAs to this training. States are also encouraged to send Military Technicians in Technicians status.

4. Eligibility requirements for appointed SARCs and VAs:

**ARNG** – IAW Ref. AR 600-20, Chap 8. **SARCs** - Restricted to E-7 to E-9; or O-3 or above; or CW 3 or above.

**VAs** – E-6 and above; CW2 and above; and 1LT and above.

**ANG** - IAW Ref. AFI 36-6001. **SARCs** – Restricted to Capt and above.

**VAs** – must be interviewed and selected by your Wing SARC.

*(Ineligible applicants are: Chaplains, Law Enforcement, Commanders, JAGs and Health Care Personnel with clinical responsibilities in treatment of sexual assault victims.)*

NGB-J1

SUBJECT: Procedures for Registration for the National Guard Bureau (NGB) Sexual Assault Response Coordinator (SARC)/Victim Advocate (VA) Training

5. Registration is available for 45 days and will close 15 days before class begins, or until the class fills. Individuals must register thru JSS <https://www.jointservicessupport.org>. The student will need to set up an account selecting the correct role under "State Paid Staff". The trainee's JFHQ SARC must authorize the account. Once approved, the attendee will need to go into the "Event" link on JSS and register for the class. Your registration will be approved or disapproved by NGB.

Applicants must check their email weekly for approval status. They will receive notification of acceptance. NGB will post course resources for download 15 days prior to class start. It is highly recommended that you download, print and review training materials and bring them to the training course.

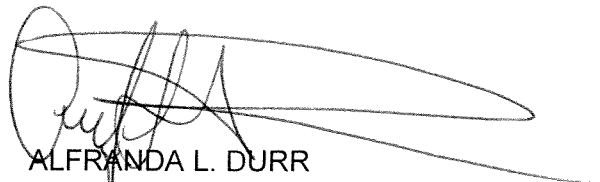
6. Reporting In:

a. Report to the lobby of Independence Hall, 1402 Missouri Avenue, Camp Robinson, N. Little Rock, AR.

b. Reporting dates and time: Sunday from 1600 – 2000, Sunday before course.

c. Late reporting - Militia Hall, Room 230B on Monday from 0645-8000 hours for personnel arriving after 2000 Sunday evening.

7. Please route any questions or concerns to your JFHQ SARC. For service specific information, call the ARNG Program Manager @ 703-601-2977, DSN 327- 2977 or, the ANG Program Manager @ 703-601-2612, DSN 329-2612, or email [ngb.sapro@ng.army.mil](mailto:ngb.sapro@ng.army.mil).



ALFRANDA L. DURR  
Lieutenant Colonel, LG, USA  
Chief, Sexual Assault Prevention and  
Response Program, National Guard Bureau

Enclosed:  
SARC/VA Training Information

CF:  
State COS  
State DS  
State J1  
State G1  
State A1  
JFHQ SARCs